

**MINUTES**  
**STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES**  
**Friday, October 15, 2010**

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, October 15, 2010, at the offices of the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507, of the Education and Research Center in Jackson, Mississippi.

**Members present:** Mr. Bubba Hudspeth, Chair; Mrs. Patricia Dickens, Vice Chair; Ms. Toni Cooley; Mr. Max Huey; Mr. Duncan McKenzie; Mr. Bobby Steinriede; and Mr. Bruce Martin.

**SBCJC Staff in attendance:** Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Dr. Fiona Qualls, Mr. Ray Smith, Dr. Christian Pruett, Mr. Kell Smith, and Mrs. Missy Saxton.

**Guests in attendance:** Dr. Scott Elliott, Meridian Community College and MACJC Chair; Mr. Chuck Rubisoff, Office of the Attorney General; and Ms. Sarah Welker of the Mississippi Economic Policy Center.

**CALL TO ORDER**

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the November 18 and 19, 2010, SBCJC Board Meeting.

**MEETING NOTICE**

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, November 18, 2010, at Huntington's Grill at 6:00 p.m. We will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:30 p.m. that same evening. The regular monthly meeting of the State Board for Community and Junior Colleges will be held at 9:00 a.m., Friday, November 19, 2010, at the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi.

**PRELIMINARIES**

Chairman Hudspeth welcomed all board members and visitors and provided the Invocation.

**Approval of October 14-15, 2010, Meeting Minutes**

In a motion made by Ms. Toni Cooley and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the minutes of the September 17, 2010, SBCJC board meeting.

**Approval of Agenda**

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the proposed agenda.

## **REPORTS/ACTIONS**

### **Executive Director's Report**

Dr. Clark reported the Joint Legislative Budget hearing was on September 22, 2010. Dr. Clark, Dr. Muse, Dr. Elliott, Dr. Boyce, and Mr. Hudspeth spoke and delivered the message that while budgets are tight, history shows community colleges have been under-funded compared to IHL and MDE. They asked committee members to consider the fact that enrollment is booming and please be fair with the funds they distribute.

Dr. Clark stated that the SBCJC has been working with The Rhoads Group, to assist the SBCJC with a plan for community colleges to do job training to help displaced workers due the BP oil spill. The Rhoads Group proposed a contract extension of \$7,500 a month. Dr. Clark has the authority to approve that amount up to \$25,000.

Barry Rhoads, James Lofton and Tanya Morrison from The Rhodes Group, joined the board meeting via conference call and provided a report using PowerPoint (inserted as **Exhibit E**) navigated in-house by Mr. Kell Smith. The Rhoads Group updated the board members on the progress they have made in lobbying and making contacts regarding the CJC system and the BP oil spill.

After the conclusion of the report by The Rhoads Group, Dr. Clark indicated that he has been very satisfied with the work that they have provided.

Dr. Clark reported that Mr. David Mallory, the executive director of the MS Commission on Volunteer Service (MCVS), expressed interest in the BP project. Mr. Mallory said he thought he could combine volunteer service federal funding to set up training at community colleges for volunteer workers. SBCJC staff put a proposal together and sent it out to the 15 colleges with Dr. Clark specifically talking to the presidents at MGCCC, PRCC, SWCC and JCJC. PRCC participated and is receiving federal funds for job training related to the BP oil spill. These are the first signs of tangible results. Dr. Clark hopes to develop a relationship with MCVS which will allow other colleges to do the same and hopefully build on that in the future.

Mr. Kell Smith presented three job descriptions from the SBCJC Policies and Procedures Manual for review and approval. These are included as **Exhibits A1, A2 and A3**.

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the job descriptions of Assistant Executive Director for Technology (Mr. Ray Smith), Technical Specialist-Business Systems Database Administrator (Mr. Ivey Burnett), and Technical Specialist-Network Administrator (Mrs. Tina Bradley).

Mr. Kell Smith presented for approval, the Acceptable Use Policy for Technology, which has been updated to include the use of iPads as agency hardware.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the Acceptable Use Policy for Technology, which has been updated to include the use of iPads as agency hardware.

Mr. Kell Smith reported that he and Mr. Ray Smith had discussed the issue of emails sent to the board members with board materials for the meetings. Some of the information is too large to be received by some members and the Technology Division will create SBCJC email accounts for each board member. This will enable SBCJC staff to send the board material documents to the board members at the "mscjc.edu" address and allow the members to receive the board materials more easily.



Mr. Chuck Rubisoff provided information to the members regarding two lawsuits. A Notice of Claim was sent to Mr. Hudspeth indicating an Itawamba Community College employee was injured on a treadmill while working out and she wanted to sue for \$100,000. Mr. Rubisoff reported that under the State Tort Claims Act, the State has given permission for people to sue the State for certain causes of action. In doing so, it has to be done in a particular way and there is a very limited timeframe in which to do it. The State requires that they file suit within one year and there is a waiting period after you send out the Notice of Claim that allows for the State to try and work out a compromise. This injury occurred in January 2009. The Notice of Claim was received in October 2010, which is about a year and eight months after the accident. They are outside the limitations period. As far as the SBCJC is concerned, they have no connection to the treadmill equipment at ICC. There is no basis to make a claim against the SBCJC. Mr. Rubisoff forwarded the Notice of Claim to the Tort Claims Board on behalf of the SBCJC, as well as a copy to the attorney that represents ICC. The Tort Claims Board is going to send a Notice of Denial to the claimant.

The second legal issue is an action by two individuals on behalf of their child against Toyota Motor Company. They were looking for a certain IP internet address and we do not maintain IP internet addresses here. In response to the subpoena served on the SBCJC, Mr. Rubisoff sent a letter to the attorney representing Toyota advising her of same. Mr. Rubisoff concluded his report.

Dr. Clark reported on his calendar, including several events to generate media coverage. These events were in Tupelo, Hattiesburg, Natchez and Greenwood. He also said that Dr. Eddie Smith's report on MPB activities had been provided to members. He concluded his report.

#### **MACJC Report**

Dr. Scott Elliott, President of Meridian Community College and Chairman of the MACJC, began his report by saying the LBO meeting was his thirteenth to attend and he thought it was the best one yet. He reported that Occupational Diplomas were discussed at the past MACJC meeting. On an athletic note, he said while reading *USA Today*, he came across an article about the MLB playoffs. The article reported that two current major league baseball players were products of two Mississippi community colleges and were pointed out as key pitchers central to the outcome of these playoffs. Roy Oswalt of the Philadelphia Phillies attended and played baseball at Holmes CC. The other pitcher is Cliff Lee with the Texas Rangers who attended and played at Meridian CC.

At the MAC Conference held in Meridian, the Halbrook award was presented to MGCCC. This award represents the highest student athlete graduation rate in the state at 95 percent for MGCCC.

Dr. Elliott shared news from Jones County Junior College, Hinds Community College, East Central Community College, Itawamba Community College, Southwest Mississippi Community College and Meridian Community College. He concluded his report.

Chairman Hudspeth called for a recess at 10:15 and reconvened the meeting at 10:25.

#### **Career and Technical Education Report**

Dr. Shawn Mackey, Associate Executive Director for Workforce and Career and Technical Education, presented **Exhibit B1**, the Qualifications Manual for Postsecondary Career and Technical Personnel and asked approval for this manual to be submitted for APA review through the Secretary of State's office.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the request to submit the Qualifications Manual for



Postsecondary Career and Technical Personnel to the Secretary of State's office for review under the Administrative Procedures Act.

**Exhibit B2** is the updated CIP tables. Dr. Mackey will present for approval in November, as one community college still has to submit its changes.

Dr. Mackey presented **Exhibit B3**, a request for approval for a New Program at Copiah-Lincoln Community College for an Office Systems Technology certificate.

In a motion made by Mr. Bobby Steinriede and Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the New Program request from Copiah-Lincoln Community College to offer an Office Systems Technology certificate.

**Exhibits B4 and B5** are two New Program requests from Southwest Mississippi Community College for programs of Accounting Technology and Microcomputer Technology.

In a motion made by Mr. Max Huey and Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the New Program requests for Southwest Mississippi Community College to offer certificates in Accounting Technology and Microcomputer Technology.

#### **Workforce Report**

Dr. Mackey presented **Exhibit C1**, the Comparison of WET Fund Revenue Report. This is for information only and does not require Board approval.

#### **Grants and Related Activities Report**

Dr. Mackey presented **Exhibit D1**, the data for the number of Career Readiness Certificates issued to-date. This report is for information only and does not require Board approval. He also presented **Exhibit D2**, the Grants report.

#### **Academic Affairs Report**

Dr. Fiona Qualls, Associate Executive Director for Academic Affairs, began her report by informing the board that Dr. Shirley Hopkins Davis has submitted her resignation as the chair of the Commission on Proprietary School and College Registration. A new chair will need to be selected, as well as a new commission member. The commission member should be from the former fourth district. She concluded her report.

#### **Technology Report**

Mr. Ray Smith, Assistant Executive Director for Information Technology, referred board members to the SBCJC monthly newsletter, specifically, an article written by Mrs. Tina Bradley of the SBCJC IT staff, regarding the Mississippi Technology User's Group. Mr. Smith is a member of this group and is pleased to see both educational and information technology entities have a good working relationship.

He also mentioned that the SBCJC network has a considerable amount of up time in terms of percentages. There is, however, one "Achilles heel" and that is the power in the building. If the power goes out, the equipment will eventually go down. We have worked with IHL for many years trying to obtain a generator to support our network system, which has been unsuccessful up until this point. Mr. Harry Sims, Assistant Commissioner of IHL for Real Estate and Facilities, did mention to Mr. Smith the generator had been approved, and they were looking to have it installed by the end of November 2010. We will then be in a good position to keep our network up, not 99.8 percent of the time, but a full 100 percent of the time. Mr. Smith concluded his report.



### **eLearning and Instructional Technology Report**

Dr. Christian Pruett, Assistant Executive Director for eLearning and Instructional Technology, reported that he had the opportunity to present an update of where we are with the USM pilot program at the Mississippi Association of Colleges (MAC) Conference. The pilot program has been very successful and the agency has received the tuition reimbursement from USM. He will work with Deborah Gilbert to get that portion of funding that goes back to the provider colleges.

Dr. Pruett said he is very excited about the prospects for MSVCC and is thinking about the future as we approach the Spring 2011 semester. He said it is always important to realize that when you experience double digit rate growth semester over semester, at some point you hit critical mass. One of the things that has been so successful with the MSVCC has been the idea that the colleges come together and pull resources and form partnerships and task forces to take a look at different areas of delivery of instruction using electronic resources to try to ensure that a good plan is put into place.

He met with the eLearning coordinators group at their annual retreat and discussed how they could re-shift and re-prioritize their focus for 2011 and beyond. At some point, Dr. Pruett would like to consider establishing some additional committees to take a look at where the group is and how to plan for capacity and growth. He added that the MSVCC is a national model due to its success. He expressed his appreciation for the support of the SBCJC members, MACJC presidents, the Senior Staff, and Dr. Clark in supporting what he considers to be a very important element of the community colleges. He thanked board members for their support of the big ticket items that he brings forth for consideration and approval. There are challenges, but Dr. Pruett likes to look at them as opportunities. He concluded his report.

### **Deputy Executive Director Report, Programs and Accountability**

Dr. Debra West began her report by reminding the Board of the State Longitudinal Data System (SLDS) Grant. She indicated that she has heard MDE is making final preparation for the distribution of the SLDS Grant funds by the end of the year. That means we can expect about \$1.2 million at our disposal for infrastructure upgrades within our agency, infrastructure upgrades at the colleges and also for the colleges to design and conduct training related to the SLDA system.

The primary focus in her area is the improvement of the enrollment audit process. Advisory committees of college constituents have been established and the first groups of committees will be meeting soon.

Dr. West reported that she will be serving on a panel discussion at The Kellogg Foundation board meeting next week at the invitation of Ed Sivak, director of the MS Economic Policy Center. The panel discussion that she will be participating in is primarily on sector strategies and bringing the community college perspective to what we do with regard to sector initiatives in Mississippi. She concluded her report.

### **Deputy Executive Director Report, Finance and Administration**

Mrs. Deborah Gilbert presented the Finance report, as follows:

**Attachment 1** is the approval request for the General Fund Disbursements out of Fund 2298 for the months of November and December 2010 in the amounts of \$7,833,885.00 and \$7,833,883.00, respectively.



In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the General Fund Disbursements out of Fund 2298 for the months of November and December 2010 in the amounts of \$7,833,885.00 and \$7,833,883.00, respectively.

**Attachment 2** is the approval request for the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,508.00, and Fund 4110 in the amount of \$82,112.00, for a total amount of \$2,554,620.00, effective October 31, 2010.

In a motion made by Mr. Max Huey and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,508.00 and Fund 4110 in the amount of \$82,112.00 for a total disbursement of \$2,554,620.00, effective October 31, 2010.

**Attachments 3a and 3b** are the Financial Statements for General Funds 2291 and Special Funds as of September 30, 2010. These items are for information purposes only and do not require approval.

**Attachment 4a** is the purchasing approval request for Worldwide Interactive Network. This software will be used to promote workplace readiness and will be used by the employees and enrolled students of the 15 colleges, Adult Basic Education Programs, and WIN Job Centers. The contract is for a five year period but only the first year of the five was approved in FY 2010. This purchasing approval request is for years two through five at \$34,500.00 per year.

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the purchasing request with Worldwide Interactive Network for years 2 through 5 at \$34,500.00 per year.

**Attachment 4b** is the purchasing approval request for The Rhoads Group. This would amend the terms of the Agreement to begin on August 1, 2010 and end on December 31, 2010. The total amount payable shall not exceed \$38,500.00. This is an increase of \$15,000 or \$7,500 per month for November and December 2010.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to amend the contract with The Rhoads Group so that the contract will not exceed \$38,500.00 and to extend the time period from October 31, 2010 to December 31, 2010.

**Attachment 5** is the ARRA Update which is for informational purposes only. The colleges Plan for the use of SFSF Government Services Funds is \$9,831,362 and Education Funds are \$10,210,188.

**Attachment 6** is the Athletic Expenditure Report for PEER. The report contains one page per college and how they expended funds for FY 2008, FY 2009 and FY 2010. This is for information only.

In closing, Mrs. Gilbert stated that the SBCJC had a recent property audit from the State Auditor's Office, with no adverse findings. She commended Phil Cumberland for the excellent job.

### **Travel Authorizations**

Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings. A request was made to reimburse anyone that attended the MAC Conference in Meridian on October 4-5, 2010. Mr. Hudspeth requested reimbursement for travel to Jackson on September 27, 2010, for participating in the Clarion Ledger Editorial Board. He also requested to be reimbursed for travel to Canton for the Butler-Snow dinner on October 25, 2010.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the travel reimbursements as requested.

**OTHER BUSINESS**

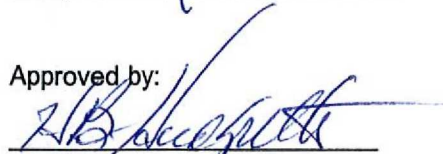
**ADJOURNMENT**

There being no other business, Chairman Hudspeth adjourned the meeting at 11:10 a.m.

Recorded by:

  
Missy Saxton, Executive Assistant

Approved by:

  
Mr. Bubba Hudspeth, Chairman

  
Dr. Eric Clark, Executive Director

**Exhibits:**

Executive Director  
Job Descriptions  
Career and Technical Education  
Workforce  
Grants/CRC Report  
Academic Affairs  
Technology  
eLearning & Instructional Technology  
Dr. West  
Finance Report  
The Rhodes Group presentation (added)  
Dr. Clark's Handouts & News Articles

No Exhibit  
Exhibits A1, A2 & A123  
Exhibits B1-B5  
Exhibit C1  
Exhibit D1 and D2  
No Exhibit  
No Exhibit  
No Exhibit  
No Exhibit  
Separate Agenda  
Exhibit E